

Examination Application Form

2012

NDAEB

National Dental Assisting Examining Board
Bureau national d'examen d'assistance dentaire

Information and Instructions



The National Dental Assisting Examining Board (NDAEB) is:

- an independent Board responsible for:
 - the development and administration of the National Dental Assisting written exam and Clinical Practice Evaluation;
- and
- issuing the National Dental Assisting Examining Board Certificate



Mission:

The NDAEB's mission is to assure individuals have met the current national baseline standard in the knowledge and skills required by Canadian provincial or territorial regulatory authorities for recognition as an intra-oral dental assistant.



Candidates who are eligible to apply to write the NDAEB Examination:

- have successfully completed a formal education program, recognized by the NDAEB, that includes the fundamental knowledge required to perform patient care as a chairside dental assistant (Level 1), **plus** formal education in:
 1. provides oral hygiene instruction
 2. provides dietary counseling relative to oral health
 3. exposes dental radiographs
 4. obtains preliminary impressions for study casts
 5. applies and removes dental dam
 6. performs selective coronal polishing (rubber cup)
 7. applies treatment liner (no pulpal involvement)
 8. applies and removes matrix band and wedge
 9. applies fluoride
 10. applies pit and fissure sealants
 11. applies topical anesthetic
 12. applies desensitizing agents
 13. performs tooth whitening using trays

To apply for the NDAEB exam, complete the attached application form and mail or courier to the NDAEB office in Ottawa to arrive by 4:30 p.m. Eastern Time on the deadline date.

Please include proof of education (Level I and II), passport size photo and the exam fee.

Applications received after the deadline will not be processed and will be returned to sender.



We require your informed consent before registering you for the NDAEB Exam. Please read the following statements and sign below.

Consent for Personal Information

I understand that to register for the NDAEB exam, the NDAEB will collect personal information about me including: my name, photograph, mailing address, educational transcripts/diplomas or letter(s) from my school confirming my enrollment in or graduation from an eligible dental assisting educational program.

I understand that if I received my dental assisting (or allied) education outside Canada, the required documents will include, but may not be limited to, report(s) from third parties such as translators and international credentials evaluation agencies confirming my academic records.

I understand that if I request special exam accommodations for medical or other reasons, I must provide the NDAEB with reports or other documents from third parties such as, educational counselors, psychologists or physicians to support my request.

I understand that if I request a special exam sitting date for religious reasons, the NDAEB will require me to provide written confirmation from a religious leader before considering my request.

I have read the NDAEB policy regarding the collection, use, disclosure and protection of my personal information and I have been provided with contact information and telephone number should I have questions or concerns.

I understand that should I request my examination paper after the exam, I will receive a copy of my personal answer sheet which does not include NDAEB test items (questions).

I understand that, in the interest of public safety, the NDAEB may release any of my name, result(s) of my NDAEB written examination and/or Clinical Practice Evaluation (CPE), my NDAEB Certificate Number, the date of my examination sitting, the date of my taking the CPE and the date of the completion of my Transfer of Credentials (ToC) to the Dental Assisting Regulatory Authority (DARA) in the province in which I wrote the exam and/or took the CPE, to any other DARA requesting information about me and to any other DARA to which the NDAEB considers, in its sole discretion, that such disclosure is appropriate.

I understand that the NDAEB may retain my personal information indefinitely.

I understand that should the NDAEB come into possession of any personal information about me in addition to the information referred to above, such information shall not be disclosed without my written consent.

I hereby give my consent to the NDAEB to collect, use, disclose and protect my personal information as set out above and in the said NDAEB policy.

Signature: _____ **Date** _____

Printed Name: _____

**YOU MUST
PROVIDE A
RECENT PHOTO.
AFFIX YOUR
PHOTO HERE.**

Section 1: Personal Information

For Office Use: ID#2012 _____

Diploma _____

DARA _____

2012

The NDAEB certificate is an official document used in the registration / licensure of dental assistants in Canada. Your name will appear on your NDAEB certificate as printed below. Use only your official family and given names - do not use nicknames. IF the name appearing on your academic records is different from your name as stated below, you MUST provide proof of name change eg. marriage certificate.

Please print clearly

Last name: _____ First: _____ Middle: _____

Apt. #: _____ Street: No. _____ Name _____

City: _____ Province/State: _____ Postal Code/ZIP: _____

Country: _____ *International Applicant *U.S.A. Applicant

Tel: (h) _____ (w) _____ (ext.) _____

Cell: _____ Other: _____

Email: _____ Birthdate (mm/dd/yy): _____ Gender M F

Rewrite (Previously failed) Number of Attempts: _____ Rewrite required by DARA

NDAEB Cert. # _____

Section 2: Dental Assisting Education

I have successfully completed formal education in the following mandatory skills or I am enrolled in a formal education program which includes the mandatory skills and I am expected to graduate prior to the exam date I am applying for:

Mandatory Skills	Name & Location of Educational Institution where formal training occurred		Program Completion date (m/y)
	Name of Institution	Location	
1. chairside dental assisting (level I)			
2. provides oral hygiene instruction			
3. provides dietary counseling relative to oral health			
4. exposes dental radiographs			
5. obtains preliminary impressions for study casts			
6. applies and removes dental dam			
7. performs selective coronal polishing (rubber cup)			
8. applies treatment liner (no pulpal involvement)			
9. applies and removes matrix band and wedge			
10. applies fluoride			
11. applies pit and fissure sealants			
12. applies topical anesthetic			
13. applies desensitizing agents			
14. performs tooth whitening using trays			

Section 3: Examination Date

Please specify exam in: English French

Examinations are scheduled four (4) times each year on standard dates pre-established by the NDAEB. Using the enclosed Examination Schedule, check below the examination sitting of your choice.

March June September December

Checklist: Prior to sending your application, please review the following checklist to help ensure your application is complete. **Incomplete applications will be returned.**



- Complete and signed application
- Documentation verifying enrollment/completion of all areas of education as outlined in Section 2
- Photo (must fit in box on page 2)

*NOTE: The NDAEB written exam represents Part I of the mandatory two part certificate for international and U.S.A. applicants. Part II requires the successful completion of the Clinical Practice Evaluation or education upgrading at a NDAEB recognized Canadian institution. See www.ndaeb.ca for a list of schools.

Section 4: Site Information

Examination sites are located in major centres across Canada.
(See page 5 and select one site from the list of scheduled exam locations.)

Please indicate your choice: Province: _____ City: _____

Changes to exam sites cannot be made after the application deadline date.

Section 5: Fees and Payment

Total **first time writer** fee: **\$400**

Total **rewrite** fee: **\$250**

DO NOT SEND CASH

Payable to the NDAEB in full at the time of application.

Payment notes: The NDAEB accepts bank drafts or money orders.
The NDAEB does not accept personal cheques or credit card payments.

Examination Schedule



Examination Schedule

1. March 31, 2012
2. June 30, 2012
3. September 29, 2012
4. December 8, 2012

Application Deadline*

- February 17, 2012 (4:30 p.m. Eastern Time)
 May 18, 2012 (4:30 p.m. Eastern Time)
 August 17, 2012 (4:30 p.m. Eastern Time)
 November 2, 2012 (4:30 p.m. Eastern Time)

*** Applications must be received at the NDAEB office no later than 4:30 p.m. Eastern Time on the deadline date**

Examination Site Locations

British Columbia:	Victoria Vancouver Prince George Kelowna	Cranbrook Chilliwack Nanaimo Campbell River	Ontario:	London Hamilton Ottawa Toronto Thunder Bay Kitchener-Waterloo Kingston	Barrie Windsor Niagara on the Lake Sudbury Oshawa Belleville
Alberta:	Edmonton	Calgary			
Saskatchewan:	Saskatoon	Regina			
Manitoba:	Winnipeg Winkler	The Pas	Nova Scotia:	Halifax	Sydney
Québec:	Montréal Québec	Lasalle	Prince Edward Island:	Charlottetown	
New Brunswick:	Saint John Moncton	Fredericton	Newfoundland:	St. John's	

Note: The NDAEB may approve sites not listed above. Un-scheduled sites not listed must be requested at the time of application. For information regarding unscheduled sites, contact the NDAEB office.

Important Notice When to Submit Exam Applications

The NDAEB begins accepting exam applications **six weeks before the deadline date** for each scheduled exam sitting. (See exam schedule above).

Candidates are encouraged to submit applications as early as possible to ensure registration for the chosen sitting date.

Applications received after 4:30 p.m. Eastern Time on the deadline date will not be processed and will be returned to the applicant.

Application Requirements

- Applicants must have completed a formal dental assisting education program recognized by the NDAEB. Applicants who have completed a formal program of study NOT accredited by the Commission on Dental Accreditation of Canada will be required to have their credentials assessed.
- Applicants may be required to have an assessment of their education completed by a qualified independent assessment agency.
- Requests for accommodation of special needs will require documentation at time of application. Documentation will include a special accommodations request form submitted by the candidate and a psychological report or a letter from a physician, confirming the nature of the condition and the recommended accommodation. Psychological reports must have been completed within the previous five years. Requests for alternate writing dates for religious reasons will require a letter from a religious leader.

Application Procedure

1. Complete the attached Examination Application Form.
2. Ensure you enclose proof of dental assisting education (ie. A copy of your diploma or certificate), the fee, (bank draft or money order), and photo to be affixed on page 2.
3. Forward all the information by mail or courier to **arrive at** the NDAEB business office **no later** than 4:30 p.m. Eastern Time on the application deadline date. We do not accept faxed applications. See deadline dates on page 5.
4. Once the NDAEB receives and approves your examination application, a letter will be sent to you confirming your eligibility along with a Candidate Handbook.
5. A letter of Admission will be sent approximately 2-3 weeks prior to the examination date. This letter will include the date, time, site and any other information pertinent to the writing of the examination.
6. Please advise the NDAEB of address changes.

Examination Format

The examination is composed of 200 multiple choice questions. Many of the questions are case-based. Examples will be provided in the Candidate Handbook.

Test questions come from the NDAEB's item library. The percentage of questions from each of the sections of the Domain Description are noted below.

Section 1: Conduct Appropriate to a Prof Setting 5-10 %

Section 2: Dental Sciences 7-12%

Section 3: Clinical Support Procedures 5-10%

Section 4: Client Records 5-10%

Section 5: Client Care Procedures 45-50 %

Section 6: Practice Management Procedures 5-10%

Section 7: Laboratory Procedures 5-10%

Section 8: Preventive Procedures 18-22%

Limit on the Number of Attempts on the Written Exam

Three attempts are permitted on the written exam (first attempt plus 2 rewrites). Candidates who are unsuccessful after 3 attempts will be required to retake their entire dental assisting education at a program accredited by the Commission on Dental Accreditation of Canada should they wish to rewrite the NDAEB exam.

Examination Site Admittance Requirements

Prior to the examination, you must provide the proctor the following:

1. Letter of Admission from the NDAEB office
2. One (1) piece of photo identification

Candidates are advised to arrive at the examination site at least 30 minutes prior to the commencement of the examination. (8:30 am) ***On exam day candidates must bring 2 HB pencils and an eraser.**

Examination Results

Examinations are scored by the Division of Studies in Medical Education, University of Alberta.

Results will be mailed within six (6) weeks following the examination date.

Examination results will only be discussed **with the candidate in general terms**. Candidates requiring details or wishing to appeal must do so in writing. (See exam Re-scoring and Appeals section).

The NDAEB will inform the provincial DARA of the candidate's examination and/or CPE results in the province in which the candidate wrote the exam; provided that in the case of a pass result, the NDAEB must first be in receipt of proof of the candidate's completion of the requisite education before providing the results to any DARA.

Application Withdrawals

If you wish to withdraw your application, please inform the NDAEB office in writing (by mail or by fax) prior to the examination date.

Candidates who withdraw without just cause shall be assessed the following fees:

- Withdrawal within 45 days of exam date \$50
- Withdrawal within 30 days of exam date \$75
- Withdrawal within 15 days of exam date \$100
- Withdrawal within 48 hours of exam \$150
- Withdrawal less than 24 hours of exam \$400/\$250 (rewrite)

A non-refundable \$50 administration fee applies to all withdrawals.